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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Washington 25, D. C.

**PMA PROCEDURE TRANSMITTAL AND CHECK SHEET**

## NOTICES

ADMINISTRATIVE  
NOTICE NO. 160  
3-22-50

DISTRIBUTION OF BLANK COMMODITY CREDIT CORPORATION FORMS 271 - Information for Washington and field employees relative to supplies of Form 271 "Statement to Determine Eligibility for Coverage Under the Commodity Credit Corporation Blank Bond." Procedure covering use PMA 202.2. DISTRIBUTION: A, B (Distributed Separately).

ADMINISTRATIVE  
NOTICE NO. 161  
3-22-50

SAFE DISPOSAL OF FLUORESCENT LIGHT TUBES - Notice on the special care required in storing, handling, and disposal of used or broken, fluorescent light tubes. DISTRIBUTION: A, B (Washington Only) (Distributed Separately)

## NEW AND REVISED INSTRUCTIONS

685.2  
3-16-50

ACCOUNTING FOR EXPORT PAYMENTS UNDER THE INTERNATIONAL WHEAT AGREEMENT - Prescribes procedure for PMA Commodity Offices for accounting for payments under CCC wheat and wheat flour export programs. This procedure replaces temporary instructions issued by the Fiscal Branch November 14, 1949. DISTRIBUTION: A, B-09 (Distributed Separately)

689.1  
3-16-50  
REVISED

ACCOUNTING FOR NET COSTS TO CCC ON SALES UNDER THE INTERNATIONAL WHEAT AGREEMENT - Prescribes revised procedures for PMA Commodity Offices for recording net costs to CCC on sales of wheat and wheat flour under the International Wheat Agreement. This procedure is effective as of November 1, 1949 and replaces temporary instructions issued by the Fiscal Branch November 14 and December 7, 1949.

DISTRIBUTION: A, B (Distributed Separately)

## FORMS MANUAL INSERTION

SF-83  
3-2-50

REQUEST FOR CLEARANCE - Insert the attached forms manual insertion for Form SF-83 in place of the insertion listed in PT 219. The attached Form SF-83 insertion has been enlarged for easy reference on instructions in executing the form. Procedure covering use PMA 105.1. DISTRIBUTION: A, B

\* \* \*



## ITEM 6.

This should be the person who is acquainted with the purposes which the proposed form or reporting requirement will serve and can answer detailed questions regarding its use.

## ITEM 14.

If the proposed form or requirement is one of several to be used in a project or survey, the numbers of the related forms should be listed here.

## ITEM 16.

The term "reporting requirement" as distinguished from "form", refers to the reporting or record keeping requirements called for in such documents as agreements, contracts, or regulations.

## ITEM 19.

The period for which approval is requested should not extend much beyond the time of its intended use. If, for example, field work for a particular "single-time" form is to be conducted during a given month the suggested expiration date should be either the end of that month or perhaps the middle of the following month to provide extra time in the event of a delay. For repetitive forms in use for an indefinite period it is sometimes possible to obtain approval for two or three years if there are no important problems or questions regarding the use of the form.

STANDARD FORM No. 83  
(FORMERLY FORM GSS 97)  
PROMULGATED 4/30/47 BY  
BUREAU OF THE BUDGET

## REQUEST FOR CLEARANCE

OF FORMS AND REPORTING AND RECORD KEEPING REQUIREMENTS

LEAVE THIS SPACE BLANK		NOTE.—Submit this request in duplicate for each form, reporting requirement or other matter requiring approval under Bureau of the Budget Regulation A, Circular A 17, Revised, or Circular A 22. Attach two copies of the supporting statement (item 24 below), the material submitted for clearance, and any supporting documents, including any instructions for the use of the form and any proposed covering letter.		LEAVE THIS SPACE BLANK	
1. TO. BUREAU OF THE BUDGET, WASHINGTON 25, D. C.		2A. IS THIS FORM TO BE USED BY OTHER AGENCIES BESIDES YOUR OWN? ("X" ONE) YES? NO?		2B. IF 2A IS YES, IS SUCH USE TO BE ("X" ONE) MANDATORY? OPTIONAL?	
3. FROM—DEPARTMENT OR ESTABLISHMENT		4. BUREAU		5. DIVISION	
6. NAME AND TITLE OF PERSON WITH WHOM BUDGET BUREAU REVIEWER SHOULD CONFER		7. TELEPHONE EXTEN- SION		8. BLDG. AND ROOM NO.	
9. SIGNATURE AND TITLE OF OFFICER RESPONSIBLE FOR FINAL APPROVAL OF FORMS AND PROJECTS FOR THIS AGENCY		10. DATE SIGNED			
11. TITLE OF FORM OR OTHER MATTER					
12. FORM NUMBER OR OTHER IDENTIFICATION		13. CURRENT BUDGET BUREAU APPROVAL NO.			
14. RELATED FORMS, REQUIREMENTS, ETC.		15. FORMS, REQUIREMENTS, ETC., TO BE REPLACED			
16. TYPE OF MATTER SUBMITTED ("X" ONE) FORM REPORTING REQUIREMENT OTHER (SPECIFY)		17. EDITION ("X" ONE) NEW REVISED EXTENSION OF APPROVAL			
18. FREQUENCY OF USE ("X" ONE) ANNUAL QUARTERLY MONTHLY WEEKLY ON OCCASION SINGLE TIME OTHER (SPECIFY)					
19. SUGGESTED EXPIRATION DATE MAIL PERSONAL INTERVIEW OTHER (SPECIFY)		20. INFORMATION, IF ANY, TO BE OBTAINED BY—"X" ONE 21. SOURCE OF MAILING LIST			
22. INDIVIDUALS WITH WHOM THIS MATERIAL HAS BEEN DISCUSSED. EXCLUDE PERSONS WITHIN THE SPONSORING DIVISION OR UNIT. IF THIS MATERIAL HAS BEEN PREVIOUSLY SUBMITTED, LIST ONLY THE PERSONS CONSULTED SINCE THE LAST APPROVAL.					
PERSON	AGENCY OR COMPANY	TELEPHONE	PERSON	AGENCY OR COMPANY	TELEPHONE
23. DESCRIBE RESPONDENTS OR, IF NO RESPONDENTS, DESCRIBE USERS					
DESCRIPTION (A)			NUMBER OF RESPONDENTS TO BE COVERED (ACTUAL OR ESTIMATED) (B)	TOTAL IN GROUP REGARD- LESS OF WHETHER COVERED (C)	
24. SUPPORTING STATEMENT					
<p>A. Justification for the form or other matter in its relation to operating and research programs. If the request covers a revision, state the nature of the changes to be made, and the reasons for such changes.</p> <p>B. Justification of the frequency of collection or use, unless "single time" or "on occasion."</p> <p>C. Coverage and either (1) justification, if complete coverage of the respondent group is planned, or (2) method of selecting respondents, if the coverage is not complete.</p> <p>D. Any restrictions on the use of the information by other persons or organizations, such as restrictions provided by law or regulation, or practical factors, such as remote location of files.</p> <p>E. List of related forms, etc., which are being or will be submitted separately for clearance, such as tabulation plans or instructions to enumerators.</p> <p>F. Clearance completed within the submitting department or establishment.</p>					
<p><b>Instructions</b></p> <p>ITEM 17. If revision or extension, attach two copies of current edition.</p> <p>ITEM 18. Indicate "annual," etc., for regularly repetitive forms, "on occasion" for forms used if, as, and when required (such as most application and registration forms), "single time" only for forms which from the point of view of the agency are nonrepetitive or of noncontinuing use (such as those for a survey which is to be made only once).</p> <p>ITEM 23(A). Respondent or user description should be complete; e.g., "West Coast fish canneries," "Applicants for railroad unemployment insurance benefits," "Farm purchasing cooperatives," "Federal executive agencies maintaining supply warehouses."</p> <p>ITEM 23 (B). For an application or registration form, estimate the number to be filed in a stated time period: 3,000 per year, 20 per month, etc.</p> <p>ITEMS 23(B). Fill in only if respondents are outside of and 23(C). Federal Government.</p>					

U. S. GOVERNMENT PRINTING OFFICE 10-51980-1

FORM NO: STANDARD FORM 83  
TITLE: REQUEST FOR CLEARANCEACTUAL SIZE: 8" X 10 $\frac{1}{2}$ "  
PRINTED: One sheet; one side.

PREPARATION: By requesting branch or office in an original and 4 copies.

DISTRIBUTION: Branch retains one copy for its files, sends original and 3 copies to the Records and Forms Management Division, Office of Administrative Services. Records and Forms Management Division retains one copy and forwards original and 2 copies to the Bureau of Agricultural Economics. Bureau of Agricultural Economics retains one copy and forwards original and one copy to the Bureau of the Budget.

PROCEDURE COVERING USE: 105.1

DISTRIBUTION: A, B  
(3-2-50)

Agriculture - Washington

ITEM 10.  
Leave blank.

## ITEM 9.

Preferably there should be two lines for signatures, one for Bureau or Division clearance officers and one for the B&B clearance officer who is responsible for final Departmental approval. This line can be used for both signatures and there is sufficient room provided persons responsible for the initial clearance will use the left half of the line.

## ITEM 13.

This is applicable only if requesting extension of Budget Bureau approval for a form or reporting requirement previously approved.

## ITEM 22.

Note that only persons outside the sponsoring unit should be listed. The persons intended to be listed here are those who have actually studied or participated in the proposal in some detail as distinguished from those whose knowledge of the proposal is limited to general considerations only. This is an important section to be completed inasmuch as considerable time in clearance can be saved if persons who are working in related fields in other agencies and have a definite interest in the proposed forms or reporting requirements have been consulted.

